

# Retention and Classification Report

**Agency:** Kane County (Utah). Building Inspection (3265)

76 North Main Street  
Kanab, UT 84741  
(435)644-4967

## **Records Officer**

26583 Residential building plans

**AGENCY:** Kane County (Utah). Building Inspection

**SERIES:** 26583

3

**TITLE:** Residential building plans

**DATES:** 2000-

**ARRANGEMENT:** Alphabetical by surname

**DESCRIPTION:**

This series contains the blueprints and specifications which contractors or owners submit to the county when applying for residential building construction permits. Contractors use these specifications to complete detail work and to identify the type, grade, and brand of materials to be used in construction. Building plans also specify the responsibilities of project architects, owners, and contractors in areas such as deadlines, job cleanup, security, and the construction of any temporary facilities. The county uses the building plans to enforce building code compliance.

**RETENTION:**

Retain 6 months after completion of project

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 11/2007

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 6 months after completion of project and then destroy.

Compact disc: Retain in Office for 6 months after completion of project and then destroy.

Computer data files: Retain in Office for 6 months after

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(continued)

completion of project and then delete.

**APPRAISAL:**

Administrative Legal

Disposition is based on International Building Code (IBC sec. 106.5, Retention of construction documents (2006)) which has been adopted as a Kane County Ordinance 2005-4.